



RECORDKEEPING

For Perc Dry Cleaning Facilities

For

2014

Non-compliance - Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed \$32,000 per day of violation.

For Compliance Assistance call your DEQ Regional Office and ask to speak to an Air Inspector.

(Prepared by Ken Pinzel, Sr II Air inspector)



Enter amount perc purchased in the month (zero if none) and calculate a 12-month total.

YEAR	Month	PERC PURCHASES FOR THE MONTH		
2013	January			
	February			
	March			
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
2014	January		12-MONTH TOTAL	Calculation Method
	February			Add Jan 2013 through Dec 2013
	March			Total above + Jan 2014 - Jan 2013
	April			Total above + Feb 2014 - Feb 2013
	May			Total above + March 2014 - March 2013
	June			Total above + April 2014 - April 2013
	July			Total above + May 2014 - May 2013
	August			Total above + June 2014 - June 2013
	September			Total above + July 2014 - July 2013
	October			Total above + Aug 2014 - Aug 2013
	November			Total above + Sept 2014 - Sept 2013
	December			Total above + Oct 2014 - Oct 2013
				Total above + Nov 2014 - Nov 2013
				Total above + Dec 2014 - Dec 2013

What is a Rolling 12-Month Total? Simply stated, at the end of each month you total the previous 12 months.

For example, at the end of August, take August + July + June + May + April + March + February + January + December + November + October + September. You totaled 12 months.

OR

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. But, you want 12, not 13. So, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total and subtract LAST February. When March is over, add March to the previous 12-month total and subtract LAST March. This procedure always leaves you with 12 months in the total.

SUMMARY OF EPA REQUIREMENTS FOR TYPICAL¹ PERC DRY-CLEANING FACILITIES

1. RECORDS TO BE KEPT ON SITE FOR 5 YRS:

- a) Machine design specifications and operating manuals;
- b) Perc receipts;
- c) Rolling 12-month totals of perc purchases;
- d) Perc Leak checks;
- e) Temperature checks;
- f) Dates of Repairs to fix perc leaks and to fix high temperatures.

2. PERC LEAK CHECKS²:

- a) Weekly. Skip if machine was not used the entire week. DEQ suggests doing checks during the first load of the week.
- b) Method 1: Electronic detector. **Must check by detector at least once each month.**
Method 2: SMELL, LOOK for drips, puddles, mist and FEEL for flow by passing fingers over the surface.
- c) Locations: all gaskets, seals, pipe & hose connections, valves, pumps, and other potential perc leak locations.
- d) Repair leaks. See deadlines below.
- e) Records: 1) Date; 2) Name or location of component where PERC leak was found. (If unit was not used the entire week, note this as reason for no perc leak check for the week.)

3. TEMPERATURE CHECKS³ of PERC laden air located between the **refrigerated condenser** and the heating coils. (Checking refrigerant pressures is an alternative but we don't encourage this)

- a) Weekly during cool down. Skip if machine was not used the entire week.
- b) Passes if 45°F (7.2°C) or LESS.
- c) Repair if too high. See deadlines below.
- d) Records: 1) Date; 2) Temperature. (If unit was not used the entire week, note this as reason for no temperature check for the week.)

5. REPAIR DEADLINES for PERC leaks & high temperatures, discovered during weekly checks:

- a) 24 hr to fix if no parts needed.
 - b) 2 working days to ORDER PARTS needed for repair.
 - c) 5 working days to INSTALL PARTS after receipt.
- Records: 1) Date parts ordered; 2) Date parts received; 3) Date repair completed.

Finding a leak or high temperature is NOT a violation. Failing to meet a deadline is.

5. EQUIPMENT & OPERATING REQUIREMENTS:

- a) Dry-to-dry machine installed after 12/21/05 must have a non-vented carbon adsorber (or equivalent device) to remove perc from the drum prior to opening the door & must desorb per manufacturer's instructions.
- b) Store perc and wastes that contain perc in sealed containers (lid on tightly).
- c) Cartridge filters must be drained in the housing or in other sealed container for at least 24 hr before removal from the facility.
- d) Keep machine door closed except when loading or removing clothes.

Operate in accordance with operating manual.

QUESTIONS? Call your DEQ regional office and ask to speak with an air inspector. Compliance is our goal, not enforcement. We want to help.

¹ Typical means facility has only dry-to-dry machines and facility 12-month perc usage is always less than 2100 gal.

² Leaks checks every other week if machine was installed before 12/9/91 & if facility 12-month perc usage is always less than 140 gal.

³ Temp. checks are not required if machine was installed before 12/9/91 & if facility 12-month perc usage is always less than 140 gal.

JANUARY 2014

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Dec 30 - Jan 5		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 6 - 12		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 13 - 19		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 20 - 26		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 27 - Feb 2		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

January's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

FEBRUARY 2014

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 3 - 9		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 10 - 16		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 17 - 23		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 24 - Mar 2		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

February's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

REPAIR DEADLINE if no parts are needed: 24 hours after discovery, OR shut unit down until repaired.	DEADLINES if parts are needed: a) ORDER parts within 2 working days of discovery; b) INSTALL parts (complete repair) within 5 working days of receipt.
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MARCH 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 3 - 9		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Mar 10 - 16		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Mar 17 - 23		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Mar 24 - 30		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE <u>if no parts are needed:</u> 24 hours after discovery, OR shut unit down until repaired.	DEADLINES <u>if parts are needed:</u> a) ORDER parts within 2 working days of discovery; b) INSTALL parts (complete repair) within 5 working days of receipt.
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March's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

APRIL 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 31 - April 6		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
April 7 - 13		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
April 14 - 20		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
April 21 - 27		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

April's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

MAY 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
April 28 - May 4		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 5 - 11		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 12 - 18		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 19 - 25		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 26 - June 1		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery, OR shut unit down until repaired.	DEADLINES if parts are needed: a) ORDER parts within 2 working days of discovery; b) INSTALL parts (complete repair) within 5 working days of receipt.
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May's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

JUNE 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
June 2 - 8		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
June 9 - 15		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
June 16 - 22		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
June 23 - 29		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery, OR shut unit down until repaired.	DEADLINES if parts are needed: a) ORDER parts within 2 working days of discovery; b) INSTALL parts (complete repair) within 5 working days of receipt.
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June's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

JULY 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
June 30 - July 6		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
July 7 - 13		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
July 14 - 20		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
July 21 - 27		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

July's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

AUGUST 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
July 28 - Aug 3		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 4 - 10		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 11 - 17		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 18 - 24		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 25 - 31		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

Augusts' Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

SEPTEMBER 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 1 - 7		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 8 - 14		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 15 - 21		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 22 - 28		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

September's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

OCTOBER 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 29 - Oct 5		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Oct 6 - 12		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Oct 13 - 19		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Oct 20 - 26		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass
Oct 27 - Nov 2		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F	<input type="checkbox"/> Fail
				or °C	<input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

October's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

NOVEMBER 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 3 - 9		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 10 - 16		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 17 - 23		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 24 - 30		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery, OR shut unit down until repaired.	DEADLINES if parts are needed: a) ORDER parts within 2 working days of discovery; b) INSTALL parts (complete repair) within 5 working days of receipt.
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November's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.

DECEMBER 2014

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
 Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Dec 1 - 7		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 8 - 14		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 15 - 21		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 22 - 28		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 29 - Jan 4		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.	<input type="checkbox"/> Perc Leak <input type="checkbox"/> High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
 a) **ORDER** parts within **2 working days** of discovery;
 b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

December's Perc Purchases

Date	Amount
Total	

TRANSFER Perc total to "Rolling 12-month Totals" sheet.

Keep receipts for these perc purchases on site for 5 years.